

ARE YOU INTERESTED IN CONNECTING YOUR PRIOR SERVICE?

In October 2001 legislation was passed enabling all Metropolitan employees to be automatically eligible to connect their prior service time. If you have been re-employed *since* October 2001 – you are **NOT ELIGIBLE** to have your prior service connected until you have been regularly employed continuously for one year. After one year the process *is automatic* and all applicable service (for pension purposes) will be credited to you at your time of retirement and/or termination of employment.

- You do not need to request to connect your prior service if:
 - You are transferring from one department or division to another
 - There is a change only in your employment status (going from part-time to full time or from "POOL" status to full-time etc.,)
 - You are questioning the amount of longevity, vacation or sick-leave you are currently receiving and/or the seniority in your current position

If you have prior service that you would like to have connected to your current service, please complete the following important information: *(please print)*

Name: _____ Date: _____
SSN: _____ Address: _____
E-Mail Address: _____
Current Dept: _____ Wk Phone: _____ Home: _____
Employee No: _____ Re-hire date: _____

Have you worked for Metro under a different last name? Please list: _____,
_____, _____.

1st Period: (list dates) From: _____ To _____ Dept: _____ Refunded: Yes__ No__
2nd Period: (list dates) From: _____ To _____ Dept: _____ Refunded: Yes__ No__
3rd Period: (list dates) From: _____ To _____ Dept: _____ Refunded: Yes__ No__

IF you were previously employed at the BOARD OF EDUCATION:

Where did you work? _____ What was your classification? _____.

Important Note: A letter outlining the period(s) of service you are eligible to receive, any money owed, payment terms etc., will be mailed from a member of staff within the Human Resources Dept.

Please mail or return this form to: Department of Human Resources, Attn: Benefit Services
222 3rd Avenue North, Suite #200
Nashville, Tennessee 37201 Fax: 862-6713)

All PHONE inquires should be made through Human Resources by calling 862-6700.